

APPLICATION FOR RESIDENTIAL TENANCY

Important – To consider your application we require that:

EVERY ADULT INTENDING TO RESIDE AT THE PROPERTY MUST COMPLETE AND SIGN THE APPLICATION FORM

We also REQUIRE the following items for each every applicant:

1. **Photocopies of three forms of I.D.** (one preferably to be photo I.D.) i.e. Driver's License, passport, Medicare card, birth certificate, proof of age card, or bankcard.
2. **Valid visa information** if you are not an Australian resident, or a copy of your permanent residency
3. **Supporting proof of CURRENT income** for payment of rent (payslips or bank statement showing wage or salary deposited). This may also be a Centrelink Statement.
4. **Proof of current residential address.** Examples may include: copy of an electricity, gas or phone account, letter regarding superannuation, vehicle registration or banking matters

AND, if you are currently renting:

5. **Copy of current tenant ledger**

If you are a student, then we also require:

6. **Proof of current enrolment at Tertiary Institution (University or TAFE)**

Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy.

This is **always** a landlord decision.



FORM 18
APPLICATION TO RENT RESIDENTIAL PREMISES
RESIDENTIAL TENANCIES ACT 1987 (WA)

APPLICANT ONE: _____

APPLICANT TWO: _____

APPLICANT THREE: _____

ADDRESS OF THE PROPERTY: _____

RENTAL RATE: _____

PROPERTY REQUIRED FOR A PERIOD OF: _____ COMMENCING: ____/____/____

TOTAL NUMBER OF PERSONS TO OCCUPY PREMISES - ADULTS: _____ CHILDREN: _____

TOTAL NUMBER OF VEHICLES TO BE KEPT AT PROPERTY: _____

PETS TO BE KEPT AT PROPERTY (TYPE, AGE & NUMBER): _____

APPLICANT ONE

Name: _____ Smoker: Yes / No

Date of birth ____/____/____ Vehicle/ Registration: _____

Phone Home: _____ Phone work: _____

Phone Mobile: _____ Email address: _____

Current address: _____

Proof of identification: driver's licence _____ passport _____ birth certificate _____

CURRENT RENTAL INFORMATION

Address: _____

Rent paid \$ _____ per week / fortnight / month

Rent paid to: _____ Phone: _____
(property manager or lessor's name)

Address: _____
(property manager or lessor's address)

Rented from ____/____/____ to ____/____/____

Reasons for leaving: _____

PREVIOUS RENTAL HISTORY

Address: _____

Rent paid \$ _____ per week / fortnight / month

Rent paid to: _____ Phone: _____
(property manager or lessor's name)

Address: _____
(property manager or lessor's address)

Rented from ____/____/____ to ____/____/____

Reasons for leaving: _____

EMPLOYMENT DETAILS (if self-employed less than one year, give previous employer)

Occupation: _____ Employer: _____

Employer's address: _____

Employed from ____/____/____ to ____/____/____

Contact name: _____ Phone: _____

Net income \$ _____ per week / fortnight / month

Net weekly income from other sources \$ _____ per week / fortnight / month

PERSONAL REFERENCES

1. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

2. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

APPLICANT TWO

Name: _____ Smoker: Yes / No

Date of birth ____/____/____ Vehicle/ Registration: _____

Phone Home: _____ Phone work: _____

Phone Mobile: _____ Email address: _____

Current address: _____

Proof of identification: driver's licence _____ passport _____ birth certificate _____

CURRENT RENTAL INFORMATION

Address: _____

Rent paid \$ _____ per week / fortnight / month

Rent paid to: _____ Phone: _____
(property manager or lessor's name)

Address: _____
(property manager or lessor's address)

Rented from ____/____/____ to ____/____/____

Reasons for leaving: _____

PREVIOUS RENTAL HISTORY

Address: _____

Rent paid \$ _____ per week / fortnight / month

Rent paid to: _____ Phone: _____
(property manager or lessor's name)

Address: _____
(property manager or lessor's address)

Rented from ____/____/____ to ____/____/____

Reasons for leaving: _____

EMPLOYMENT DETAILS (if self-employed less than one year, give previous employer)

Occupation: _____ Employer: _____

Employer's address: _____

Employed from ____/____/____ to ____/____/____

Contact name: _____ Phone: _____

Net income \$ _____ per week / fortnight / month

Net weekly income from other sources \$ _____ per week / fortnight / month

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Contact phone: _____ Address: _____

2. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

APPLICANT THREE

Name: _____ Smoker: Yes / No

Date of birth ____/____/____ Vehicle/ Registration: _____

Phone Home: _____ Phone work: _____

Phone Mobile: _____ Email address: _____

Current address: _____

Proof of identification: driver's licence _____ passport _____ birth certificate _____

CURRENT RENTAL INFORMATION

Address: _____

Rent paid \$ _____ per week / fortnight / month

Rent paid to: _____ Phone: _____
(property manager or lessor's name)

Address: _____
(property manager or lessor's address)

Rented from ____/____/____ to ____/____/____

Reasons for leaving: _____

PREVIOUS RENTAL HISTORY

Address: _____

Rent paid \$ _____ per week / fortnight / month

Rent paid to: _____ Phone: _____
(property manager or lessor's name)

Address: _____
(property manager or lessor's address)

Rented from ____/____/____ to ____/____/____

Reasons for leaving: _____

EMPLOYMENT DETAILS (if self-employed less than one year, give previous employer)

Occupation: _____ Employer: _____

Employer's address: _____

Employed from ____/____/____ to ____/____/____

Contact name: _____ Phone: _____

Net income \$ _____ per week / fortnight / month

Net weekly income from other sources \$ _____ per week / fortnight / month

PERSONAL REFERENCES

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Contact phone: _____ Address: _____

2. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

INFORMATION FOR LESSORS (LANDLORDS) AND APPLICANTS**The application form**

This application form will assist the lessor (landlord) to select a tenant to rent the premises.

The lessor/property manager will require some information about the applicant in this form, such as rental history and how the rent will be paid. The application may not be approved if not enough information is provided.

This form does not form part of a tenancy agreement. The rights and obligations of the tenant and lessor are governed by the *Residential Tenancies Act 1987*.

Option fee

An option fee is a sum of money that may be paid by an applicant to a lessor or their property manager when lodging a rental application. For most properties, the option fee is capped at \$50 or \$100 depending on the weekly rent (refer to the Residential Tenancies Regulations 1989). If the lessor/property manager decides not to offer the applicant the tenancy, they must return the option fee by cash or EFT within 7 days of the decision to refuse the application. If the applicant takes up the tenancy, the lessor/property manager can either return the option fee in full or credit it towards the first rent payment. The applicant may apply to the Magistrates Court for the return of any option fee owed to them by the lessor. If the applicant decides not to rent the property after being offered the tenancy, the option fee may be forfeited.

Tenancy databases

Private tenancy databases are used to check a tenant's rental history. When a prospective tenant applies for a tenancy, the lessor/property manager must provide a written notice outlining the databases they use and the contact details. This written notice is provided at Attachment A.

Other database obligations include: advising tenants if personal information about them is listed on a database, updating listings for accuracy, and only listing a tenant if the tenancy has ended and the amount owing is more than the bond or a court has made an order terminating the residential tenancy agreement.

For more information about tenancy databases refer to the Department of Commerce's publications *Tenancy databases* or *Renting out your property*. The tenancy database provisions are consistent with the National Privacy Principles established by the *Privacy Act 1988* (Cth).

Equality

All applicants must be considered in accordance with the *Equal Opportunity Act 1984* (WA). There must be no discrimination based on: sex, marital status, pregnancy, gender history, parental or carer status, sexual orientation, race, religious or political conviction, disabilities, mental health, age or discrimination by personal association with someone else who may be treated unfairly on the basis of any of the above.

See next page (5 of 5) for Attachment A

ATTACHMENT A
Written Notice about Use of Tenancy Databases
Section 82C(2)

Residential tenancy databases are often used by lessors (landlords) and property managers to check an applicant's tenancy history and improve their chances of finding a reliable tenant.

Under the *Residential Tenancies Act 1987*, lessors and property managers must provide written notice to prospective tenants about the residential tenancy databases that they use.

The database/s we use are:

NATIONAL TENANCY DATABASE

GPO BOX 13294, George Street, Brisbane QLD 4003

P: 1300 563 826

F: +61 7 3009 0619

E: info@ntd.net.au

www.ntd.net.au

Information can be obtained over the phone or via form available at https://www.ntd.net.au/non_member/tenants/

VEDA – My Credit File

P: 1300 762 207

F: 02 9278 7333

E: creditfile@veda.com.au

www.mycreditfile.com.au

Information can be obtained over the phone or online at <http://www.mycreditfile.com.au/personal/> for a fee. Alternatively a copy of your file can be obtained for free via form available at <http://www.mycreditfile.com.au/home/free-credit-file.dot>

If we discover personal information about you on a tenancy database during the application process, we will advise you within 7 days of using the database.

For further information about tenancy rights, refer to the *Residential Tenancies Act 1987* or contact the Department of Commerce on 1300 30 40 54 or **www.commerce.wa.gov.au/ConsumerProtection**.

For Translating and Interpreting Services please telephone TIS on 13 14 50 and ask to speak to the Department of Commerce (1300 30 40 54) for assistance.

CP02625/2012 JULY 2013 FORM 18 version 05

PRIVACY DISCLOSURE STATEMENT OF
Michael Smart Pty Ltd TRADING AS **Ray White** CANNINGTON
of 19 Liege Street, Cannington
(08) 9351 8411

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees as well as to ascertain your ability to meet the rental payments. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by National Tenancy Database. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the Landlords' insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer (see contact details above). If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the Privacy Notice of Michael Smart Pty Ltd trading as **Ray White** CANNINGTON. I authorise **Ray White** CANNINGTON to collect information about me from:

- (a) My previous letting agents and/or landlords **including them providing us with a copy of your tenant rent ledger**
- (b) My personal referees
- (c) Any Tenancy Default Database (including TICA and the National Tenancy Database) which may contain personal rental history about me. I also authorise Ray White CANNINGTON to disclose details about any defaults by me under the tenancy to which this application relates, to any tenancy default database to which it subscribes,
- (d) The Credit Reference Association of Australia; and
- (e) My employer(s)

I authorise **Ray White** CANNINGTON to disclose the personal information it collects about me to the owner of the property, even if the owner is resident outside Australia.

(optional - tick to indicate consent)

I also authorise **Ray White** CANNINGTON to refer my details to an arranger of:

- financial service products (to assist with a home loan application)
- insurance services (for contents insurance and other insurance products) and
- utilities (to arrange connection or transfer of telephone, gas, electricity etc)

Signed Date

(Applicant)

Signed Date

(Applicant)

Signed Date

(Applicant)